

DRAFT, NOT APPROVED

Commonwealth of Virginia

PRIVATE SECURITY SERVICES ADVISORY BOARD

**June 28, 2005
Quarterly Meeting Minutes**

Held at the Richmond Marriott West
Richmond, Virginia

Call to Order:

At approximately 10:00 a.m., Chair Brent Fortner called the meeting to order for the Private Security Services Advisory Board (PSSAB)

Opening Remarks:

Chair Brent Fortner welcomed everyone to the meeting and thanked them for taking time to attend.

Attendees:

Chair Brent Fortner, Vice Chair Kevin Hodges, Secretary Christopher DiMartino, Stephen Martin, Thomas Turner, Dennis VanDuzee, Mary Kay Wakefield, Deputy Chief James Cervera, Carl J. Fisher and Robert Shuster.

Absent:

Deborah Aylward
Sean Creamer

Approval of Minutes:

Minutes for the December 15, 2004, meeting were reviewed. A motion was made by Kevin Hodges and seconded by Mary Kay Wakefield to approve the minutes. Minutes were unanimously approved.

Election of Officers:

A motion was made by Mary Kay Wakefield and seconded by Steve Martin to nominate Kevin Hodges as Chair for the PSSAB.

There being no further nominations, Chair Brent Fortner closed the nominations. Motion passed unanimously.

A motion was made by Mary Kay Wakefield and seconded by Steve Martin to nominate Dennis VanDuzee as Vice Chair for the PSSAB.

Chair, Brent Fortner called for a vote on the motion to nominate Dennis VanDuzee as Vice Chair for PSSAB. Motion passed unanimously.

DCJS Report:

Ms. Hahn, Section Chief introduced new member of the staff, Kim Freiburger, Licensing and Training Manager, Kim Buckner, Trainer and, Katie Kelly, in the photo ID section along with and Candace Howard who transferred from Customer Service. Jeanette Johnson will be joining our staff to replace Candace Howard in Customer Service. The Department hired Megan Gray as a summer intern for June and July. Megan is a student at Longwood University.

- We are starting three new programs and implementing the photo ID card issuance for the state. The agency will be relocating to the 9th Street Office Building. Our new address is 202 N. 9th Street, Richmond, Virginia 23219.
- The Emergency Bail Bondsmen Regulations were published in the Registry June 27, 2005. The effective date for the Bail Bondsmen program will be July 1, 2005. The fee is \$900 for a two-year license. We sent out approximately 340 licensing packages to the known Bail Bondsmen currently operating in the State and have received about 285 applications thus far. Lisa McGee has assumed the Regulatory Manager position and has done a tremendous job. The Bail Bondsmen will submit fingerprints and attend a 24-hour training
- Bail Recovery Agents come under DCJS as of October 1, 2005. We are busy with committee work on that program setting the training requirements. We will be putting out the regulatory package soon.
- We will be reviewing the Private Security Services regulations. The Notice of Intended Regulatory Action (NOIRA) will be promulgated within the next couple of weeks.
- Ms. Hahn passed around samples of the new Photo ID, printed on PVC card stock with a hologram and state seal. There is a DCJS background with a fade-out and added yellow for additional safety features. DCJS would not be able to do the photo ID's without the participation of the Training Schools. Bail Bondsmen will receive the first DCJS issued Photo ID cards, next will be initial applicants and finally the renewal registrants. We hope that our Photo ID section will be operational by September 1, 2005. There will be a separate card for registration, a licensure and firearms endorsement.
- As of May 31, 2005, current cash on hand was 308,000. I was notified that the Commonwealth Budget Reduction Plan has withdrawn \$80,000 instead of \$255,000 and the department is hopeful that \$80,000 will be the total withdrawn this year. Ms. Hahn would like to talk to the director of Finance and the Department of Treasury and have the balance of the \$255,000 put in a local government investment pool to hopefully earn a higher interest gain for the industry for future expenses.
- On April 6, 2005, we were informed by the Metro Richmond Fraud and Identity Taskforce that they recovered personal identity information apparently stolen from our agency by an individual employed by the cleaning contractor employed by the Department of General Services. We opine that the information was copied from applications for Compliance Agents, General Instructors and Training Waivers. The applications copied required additional information or documentation so were placed in the Training Specialists mailbox, where they were compromised. As a

precautionary measure, we notified 3500 individuals of the possible identity theft.

- The annual Private Security Services Conference is scheduled for October 24 through 27, 2005. We will be sending out the “Save the Date” cards soon, highlighting the hotel and Williamsburg area. There will be a Trade Show and will need sponsors. We have set the registration fee low at \$100 for a four-day conference, made possible by generous sponsors from the industry.

Introduction of New Board Members:

Ms. Hahn introduced:

Mark Fair, Private Security Business Representative, his term will begin July 1, 2005 and expire June 30, 2007;

Connie Higginbotham, Electronic Security Representative, her term will begin July 1, 2005 and expire June 30, 2009;

Tony Millner, Bail Bondsmen Representative, his term will begin July 1, 2005 and expire June 30, 2006;

Chuck Tobin, Personal Protection Specialist, his term will begin July 1, 2005 and expire June 30, 2008; and

Rafe Wilkinson, Private Security Business Representative, his term will begin July 1, 2005 and expire June 30, 2007.

Committee Reports:

Training Committee

Mr. Martin had nothing to report at this time. The committee will be meeting regarding regulatory changes.

Commonwealth Preparedness Committee

Due to the absence of Sean Creamer, there was no committee report.

Legislative Committee

None

Steve Martin reported that the Harold McCann Award Nomination forms are on the DCJS website and the deadline is probably going to be June 1, 2005. If you have someone you want to nominate, please get the form off the website.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Deputy Chief James Cervera presented a PowerPoint Presentation on the Burglar Alarm Reduction Proposal. Police departments are being inundated with burglar alarm calls resulting in a .0018% arrest rate. Deputy Chief Cervera will be presenting a comprehensive report on Burglar Alarm Reduction efforts at the Conference in October.

Public Comment:

None

Closed Session:

Steve Martin made a motion and second by Kevin Hodges to go into executive session pursuant to §2.2-3711 to discuss the nominees of the Harold L. McCann Memorial Award. The motion was unanimously approved.

Steve Martin made a motion for a vote on certification of closed meeting and to certify that the Harold L. McCann Memorial Award sub-committee of the Private Security Services Advisory Board heard, discussed or considered only public business matters lawfully exempt from those meeting requirements and complied with the guidelines of 2.2-3711.D. Kevin Hodges seconded the motion. Motion carried unanimously.

Recognition of Board Members:

Chair Kevin Hodges recognized:

Mary Kay Wakefield, 8 years on the Advisory Board and served as Chair.

Carl Fisher, who returned to the board to fill a vacancy for 1 year.

Robert Shuster, 8 years on the Advisory Board.

Brent Fortner, immediate past chair.

The next meeting of the PSSAB will be held Tuesday, October 25, 2005 at the Williamsburg Marriott. The meeting will begin immediately following the opening ceremonies for the annual conference.

Adjournment:

There being no further business to come before the Board, the meeting was adjourned.

Public Attendees:

George Haudricourt
Connie Higginbotham
Charles Tobin
Rafe Wilkinson
Gina Batchelor

Joann Miller
Tony Millner
Henry Merchant
Larry A. Peters
Ed Seuter
James Darrington
Michael R. Porter
Richard Caputo
Deborah Cox
Jamie Rife
John Kochensparger